



## EVENT QUESTIONNAIRE

Please complete and return to [banquets@3660.com](mailto:banquets@3660.com) approximately (21) days prior to event date. If you have any questions, please feel free to contact Marcy @ 808-737-1177

1) **Name of Event:** \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

Estimated Number of Guests Attending: \_\_\_\_\_

Arrival Time of Guests: \_\_\_\_\_

Start of Lunch/Dinner Service\*: \_\_\_\_\_

\*Buffet will remain open for 1.5 hours past the "start" time

2) **On Site Coordinator/Contact:** \_\_\_\_\_

Contact Information of Coordinator: \_\_\_\_\_

3) **Reception Table:** \_\_\_ Yes \_\_\_ No **Gift Table:** \_\_\_ Yes \_\_\_ No **Cake Table:** \_\_\_ Yes \_\_\_ No

3 additional tables will be provided for each event, any additional covered tables will be subject to a 10.00+ charge, no charge if using your own tablecloths

4) **Tablecloth Color\*:** \_\_\_ NO PREFERENCE \_\_\_ White \_\_\_ Black

**Napkin Color:** \_\_\_ NO PREFERENCE \_\_\_ White \_\_\_ Black

\_\_\_ Red \_\_\_ Hunter Green \_\_\_ Royal Blue

5) **Requested Set up time:** \_\_\_\_\_

We allow all our guests to decorate 1 hour prior to their event. If extra time is needed it MAY be subject to additional charges.

6) **Estimated number of seating tables needed:** \_\_\_\_\_

Each table will be set with 8 settings/ 8 guests per table

7) **Numbered Tables and Stands:** \_\_\_ Yes \_\_\_ No

8) **Entertainment\*:** \_\_\_ Yes \_\_\_ No

Name: \_\_\_\_\_ Ph.: \_\_\_\_\_

Type of Entertainment: \_\_\_\_\_ set up time: \_\_\_\_\_

\*Note: Entertainment MUST be completed by 9:30 pm

**9) Audio Visual (AV):**

Wired Microphone and Podium (COMPLIMENTARY) \_\_\_\_ Yes \_\_\_\_ No

Additional Wireless Microphone (\$30 plus tax) \_\_\_\_ Yes \_\_\_\_ No

Headset Microphone and Podium (\$45 plus tax) \_\_\_\_ Yes \_\_\_\_ No

**10) Slide Show:** \_\_\_\_ Yes \_\_\_\_ No

Screen Rental Only (\$75 plus tax): \_\_\_\_ Yes \_\_\_\_ No

Projector Rental\* \_\_\_\_ Yes \_\_\_\_ No Type of Playing Device: \_\_\_\_\_

\*\$150 plus tax - AV package of screen, projector, extension cords, power strip, connectors included

**11) Bar:** \_\_\_\_ Host \_\_\_\_ No Host (Cash Bar/Guest Pay Separately)

\*If hosted, please make selection of hosted beverages:

\_\_\_\_ Soft Drinks (\$5.00)

\_\_\_\_ Standard Brands (\$10.00)

\_\_\_\_ House Wine (\$8.00/\$35.)

\_\_\_\_ Call Brands (\$11.00)

\_\_\_\_ Domestic Beer (\$6.50)

\_\_\_\_ Premium Brands (\$12.00 – \$51.00)

\_\_\_\_ Import Beer (\$7.50)

\_\_\_\_ Sparkling Wine for Toasting (\$35/bottle)

Amount for Bar Maximum (if any) \$ \_\_\_\_\_

**\*All hosted beverages are subject to current service fee & applicable State tax\***

**(No outside alcohol or soft drinks are allowed on premise)**

**12) Cake:** \_\_\_\_ Yes \_\_\_\_ No

Cake Company/Bakery: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

If host is bringing a cake, there is a \$2.00++ pp fee – includes plates, silverware, cut and serve.

No cake cutting fee if hosts bring their own plates, utensils and will be serving cake to guests.

**13) Additional Vendors:** (Balloon or Tattoo Artist, Photo Booth, Magician, Hypnotist etc)

(please specify) \_\_\_\_\_

14) Parking: \_\_\_\_Host                      \_\_\_\_No Host (Guest to Pay)

- a. **FOR LUNCH Events on Tuesday-Friday:** Parking will only be available in the outside public lot located behind our building, along Wilhelmina Rise. Cost for parking is \$6 per car. If you would like to notify your guests on your invitation, the address is 1217 Wilhelmina Rise.
- b. **FOR LUNCH Events on Sunday only:** A parking attendant can be hired for \$42/hour as needed, parking is \$1 per car, hosts can decide if they want to pay for the validation or have guests pay their own. Either selection, cost will be \$1 per car. OR guests can park in the outside lot located behind our building, along Wilhelmina Rise. Cost for parking is \$6 per car. If you would like to notify your guests on your invitation, the address is 1217 Wilhelmina Rise. **Do NOT park in stalls marked “RESERVED 24 HOURS”**
- c. **FOR DINNER Wednesday-Sunday:** Parking will be available in our garage located beneath the building after 5pm. Cost for parking is \$1.50 per car plus tax, hosts can decide if they want to pay for the validation or have guests pay their own. Either selection, cost will be \$1 per car. Street and metered parking also available. **Do NOT park in stalls marked “RESERVED 24 HOURS”**

15) Additional Notes:

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_